



As the preeminent international service organization of the United States, the Peace Corps sends Americans abroad to tackle the most pressing needs of people around the world. Peace Corps Volunteers work at the grassroots level toward sustainable change that lives on long after their service—at the same time becoming global citizens and serving their country. The Peace Corps is an Agency within the United States Embassy Mission, and seeks to hire:

Safety & Security Manager
Full time, full benefits, contract position

The Safety & Security Manager is responsible for setting up and maintaining all systems and procedures for maximizing the safety and well-being of American Peace Corps Volunteers during their multi-year service in the Dominican Republic. These Volunteers are mostly early stage community-development professionals living in rural and semi-urban communities across the Dominican Republic. The job includes ensuring the physical safety of their homes evaluating the social safety of their community placements, and determining the safety of transportation modes and travel routes. The job also requires preparing Volunteers for, and monitoring and responding to, natural disasters and, supporting volunteers when they are victims of crimes, including sexual assault.

The successful candidate will offer to our Peace Corp Volunteer population, policy-based, culturally-appropriate safety advice; empathy and support to victims of crimes, including sexual assaults, and will also effectively enforce internal policy amongst our Peace Corp Volunteers and staff where necessary. The candidate will also conduct training to our incoming Volunteers; manage an assistant and effectively engage with professional peers inside the organization to ensure that all safety protocols are followed. At times the position requires interfacing with local law enforcement, and personnel at the U.S. Embassy, PC Headquarters and in the Latin America Region.

Knowledge, Skills and Abilities

Knowledge

- Knowledge of the Dominican Republic safety & security environment, including emergency response mechanisms and law enforcement institutions and practices.

Abilities

- Experience working in various community contexts in the Dominican Republic (rural, semi-urban, urban)
- Experience working in a cross-cultural environment with people with varying education and experience.
- Demonstrated ability to write succinct yet comprehensive reports, in both English and Spanish.
- Ability to document follow-up procedures and distribute sensitive information to appropriate staff.
- Ability to conceptualize, write down, and uphold practical yet systematic security measures that achieve desired results.

- Ability to identify and appropriately balance risk and mitigation factors
- Ability to uphold policy with subordinates and peers
- Demonstrated ability to organize people and processes, including effective delegation
- Ability to interpret crime statistics and develop relevant action plans, and organize data and information
- Ability to develop and make presentations to small-group training/teaching to adult learners

Skills

- Sensitivity and tact in dealing with persons in distress
- Excellent ability to communicate via multiple channels and judgment for selecting the appropriate mode (written, spoken, text, social media, etc).
- Teamwork oriented, customer service attitude, firm yet friendly adherence to policy.
- Excellent Microsoft Word, Powerpoint and Excel skills

Minimum Qualification Required:

- Bachelor's degree from an accredited university
- Minimum of five years of work experience.
- Experience in at least one of these settings:
 - a. Safety and security program of the Peace Corps
 - b. Safety and security program of similar NGO/development organization
 - c. Relevant professional security or law enforcement experience
- Valid Dominican ID (Cédula)
- Valid Dominican driver's license
- Proven experience driving in rural and urban parts of the country.
- English level 4 (Fluent in spoken & written English). English level to be tested thru an exam. Native English speakers must demonstrate fluency in Spanish tested thru an exam.
- Ability to pass a US Embassy security clearance.

Position is on-call 24/7 and requires travel up to 30% of the time.

This position is paid at local rates. The annual compensation for this personal service contract position ranges from RD\$758,102 to RD\$1,090,536. Normal initial hire is near the beginning of the range. Fringe benefits.

Please send resume (2 pages max) and cover letter by Tuesday Sept 22, 2015. The cover letter should highlight relevant experience to: pcdrjobs@do.peacecorps.gov Position description available upon request.